

## HUMAN RESOURCES DIVISION

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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

### **EMPLOYMENT OPPORTUNITIES**

**JOB POSTING #: 09-22**

**POSTED: 01/14/2022, 12:00 p.m.**

**EXPIRATION: until filled**

**TITLE: Housing Finance Specialist (Position Code #1510)**

**SALARY: DOQ**

**DEPARTMENT: Community Development**

**DIVISION: Neighborhood Services**

### **GENERAL PURPOSE**

The Housing Finance Specialist is responsible for the day-to-day financial and regulatory management of HOME, CDBG, and other grant funds administered by the Neighborhood Services Division.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Processes invoices of federal and state grant program funds;  
Establishes IDIS activity set-up, funding and drawing creation for CDBG programs and setting up activity and funding for HOME programs;  
Reviews monthly general corporate and grant funds general ledger accounts to ascertain that expenses are posted correctly;  
Monitors HOME homebuyer and rental programs for occupancy and income compliance;  
Prepares underwriting and loan closing documents for City's DPA Program;  
Assists in reviewing programs, projects and proposals to determine compliance with appropriate laws, rules and regulations;  
Assists in the preparation of specific components of scopes of work, financial plans, schedules, contracts and agreements;  
Communicates local, state, and federal standards (especially procurement and prevailing wage requirements) to project sponsors;  
Assists in preparation of required reporting to funding entities such as the Department of Housing & Urban Development's Annual Action Plan (AAP) and/or Consolidated Annual Performance and Evaluation Report (CAPER) with consultant;  
Assists with providing staff support to committee meetings and public workshops;

Assists in the ongoing development of policy and procedure manuals related to the various Grant Programs overseen by the city and in cooperation with HOME Consortium;  
Other duties as required.

### **MINIMUM REQUIREMENTS**

Working knowledge of federal grant regulations for HOME and CDBG Programs;  
Qualified applicants will have a bachelor's degree in urban planning, public administration, architecture, economics, business administration, finance or a related field;  
Two (2) years of experience working with the Department of Housing and Urban Development programs;  
Knowledge of modern principles and practices used in the field of real estate financing and Bank Underwriting;  
Strong written and verbal communication skills;  
Attention to detail and the ability to work proactively (both independently and in a busy team environment) are essential;  
Ability to establish and maintain effective working relationships with employees, City officials and the public;  
Any equivalent combination of experience and training which provides the required knowledge, skill and ability.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Strong financial management skills;  
Good knowledge of sources of information related to problems of local government;  
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;  
Proficiency in use of technology including smart phone, iPad and PC.  
Proficiency in use of the Microsoft Office Suite;  
Ability to write clear and concise reports, memoranda, directives and letters;  
Ability to develop comprehensive plans from general instructions;  
Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions;  
Personal and professional integrity of the highest order;

### **SPECIAL REQUIREMENTS**

Valid State of Illinois Class D driver's license.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

A full job description is available in Human Resources upon request.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**